



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

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Janet Napolitano
Governor

David Berns
Director

June 2, 2006

WIA Guidance Letter #09-06

RESCINDS WIA GUIDANCE LETTER #14-02, CHANGE 1, DATED MARCH 1, 2004

Subject: Management of Equipment Purchased with WIA Funds

References: P.L. 105-220, Section 195 (11) of the Workforce Investment Act of 1998; 20 CFR Part 652 et al, Section 667.200(c) of the Workforce Investment Act; Final Rules dated August 11, 2000; 29 CFR Part 95.35, OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*, dated August 29, 1997; OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, Revised August 29, 1997; and OMB Circular A-133, *The 2005 Compliance supplement Update*, dated June 24, 1997.

Purpose: To rescind existing Workforce Investment Act Guidance Letter #14-02, Change 1, dated March 1, 2004.

Background: This policy letter outlines the property control and management requirements for the state and its Local Workforce Investment Areas (LWIAs), sub-grantees, sub-recipients and/or service providers under the Workforce Investment Act (WIA) and its Regulations.

Action Required: LWIAs, sub-grantees, sub-recipients and /or service providers must adhere to these procedures and take appropriate action consistent with this guidance letter. Starting July 1, 2006, LWIAs and sub-grantees must submit an electronic inventory data file by August 1st of each year for all property leased/purchased with WIA or JTPA funds costing more than \$250 to the EA/WIA Section, Fiscal Manager.

Starting July 1, 2006, the LWIA must require their sub-recipients and/or service providers submit an inventory list to them by August 1st of each year for all property leased/purchased with WIA funds costing more than \$250. Hard copies of these inventory lists must be retained in the sub-recipient and/or service provider file.

Please sign and return by fax at 602-542-2491 or email the attached Attestation Form to Roderic Webb at RLWebb@azdes.gov no later than June 16, 2006. Please distribute this information to all individuals who are responsible for leases/purchases of property, maintaining records of equipment acquisition and disposal. For questions related to this policy, please contact Roderic Webb at (602) 542-3957.

All WIA Guidance Letters are posted on the WIA website at <http://www.azdes.gov/wia>.

Sincerely,

A handwritten signature in black ink, appearing to read "Lela Alston". The script is cursive and fluid.

Lela Alston, Manager
Employment Administration/ WIA Section

Attachments: (1) Management of Equipment Purchased with WIA Funds Procedures
(2) WIA Pre-Approval Questionnaire
(3) Form J-320 "Equipment Transfer/Surplus Request"
(4) Instructions for Completing Form J-320
(5) Form FES 1000AFORMA
(6) Completion Instructions for Form FES-1000AFORMA
(7) Attestation Form